

RD AN No. 4393 (2045-X)
October 22, 2008

SUBJECT: Civil Rights Posting and Equal Employment Opportunity
Policy Statements

TO: Rural Development State Directors

ATTN: Administrative Program Directors, State Civil Rights
Managers/Coordinators

FROM: Clyde Thompson (*Signed by Clyde Thompson*)
Deputy Administrator
Operations and Management

PURPOSE/INTENDED OUTCOME:

The purpose of this Administrative Notice (AN) is to provide guidance to the Rural Development State Offices regarding the distribution and posting of Civil Rights/Equal Employment Opportunity (EEO) policy information as specified in 29 CFR 1614.102, and Departmental Regulations. This AN will also address the need to provide recognition for superior accomplishments made in meeting and promoting EEO program objectives.

BACKGROUND:

During Fiscal Year 2008, the National Office Civil Rights Staff (CRS) assembled a team to conduct a management control review of various state offices in order to evaluate and ensure effective controls exist to meet Title VII Civil Rights/ EEO policies and regulatory requirements. A review was conducted by surveying select managers, and staff, conducting on-site visits and reviewing files to determine compliance with Title VII.

EXPIRATION DATE:
October 31, 2009

FILING INSTRUCTIONS:
Preceding RD Instructions 2045-X

The CRS team identified two areas of weakness: (1) Civil Rights/EEO Policy Statements displayed in a number of the State Offices were outdated or obsolete and (2) managers, supervisors and employees were not sufficiently recognized for accomplishments in EEO.

In accordance with 29 CFR 1614.102(b)(5) and 1614.102(b)(7), the following is required:

- “Make written materials available to all employees and applicants informing them of the variety of equal employment programs and administrative and judicial remedial procedures available to them and prominently post such written materials in all personnel and EEO offices and throughout the workplace;” and
- “Publicize to all employees and post at all times the names, business telephone numbers and business addresses of the EEO Counselor’s (unless the counseling function is centralized, in which case only the telephone number and address needed be publicized and posted), a notice of the time limits and necessity of contacting a Counselor before filing a complaint and the telephone numbers and addresses of the EEO Director, EEO Officer(s) and Special Emphasis Program Managers.”

In accordance with 29 CFR 1614.102(a)(10), the following is required:

“Provide recognition to employees, supervisors, managers and units demonstrating superior accomplishment(s) in equal employment opportunity.”

COMPARISON WITH PREVIOUS AN:

There has not been a previous AN issued on this subject.

IMPLEMENTATION AND RESPONSIBILITIES:

The Director of CRS will provide materials to be posted and/or distributed to all employees by October 31, 2008.

The State Directors should ensure that current Civil Rights/EEO policy letters and statements are distributed and EEO information is conspicuously posted as specified by 29 CFR 1614.102(b) for access to all employees. The State Director will provide certification via e-mail: RD-CRS@wdc.usda.gov within 30 days of the issuance of this notice affirming that the distribution and postings have taken place.

The State Directors and Director of CRS will ensure that all policy and posted information are accessible through appropriate media to reach persons with disabilities.

The State Directors will poll the EEO Advisory Committee and/or human resources personnel to solicit suggestions recommending how State Offices propose to recognize employees or units for

superior accomplishments in EEO/Civil Rights. The suggestions will be submitted to the Director of CRS via e-mail: RD-CRS@wdc.usda.gov by **November 14, 2008**.

The Director of CRS will provide a summary of the suggestions and make recommendations available to all State Directors by December 15, 2008.

Please direct questions concerning this AN to Kevin D. Johnson, Acting EEO Manager, at (202) 692-0100 or kavin.johnson@wdc.usda.gov.

Sent by electronic mail on 10/23/08 at 3:30 p.m. EDT by CRS.

Rural Development State Directors should advise other personnel as appropriate.